**Office Administrator for Conference & Events** (30 hours per week)
£17,764 pro rata per annum plus pension and benefits

We are looking for an office administrator to join our thriving Conference and Events team. You will have strong IT skills, excellent written and spoken English, along with strong organisational skills.

Working closely with the team coordinating bookings for Fellows, staff and students, you will be enthusiastic and self-motivated. Your tasks will include the booking of internal meetings and events, managing college guest rooms, answering the phone and providing administrative support. Working hours will be 9.00am to 3.00pm (some flexibility may be possible).

**The closing date for the above position is 12noon 29th January 2018. Interviews will be held week commencing 5th February 2018.**

Further details and an application form are available at [www.trinhall.cam.ac.uk/about/vacancies](http://www.trinhall.cam.ac.uk/about/vacancies). Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to Junior Bursar’s Pa, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ. **NB. CVs will only be accepted if accompanied by a Trinity Hall application form.**

Enquiries to jobs@trinhall.cam.ac.uk, tel. 01223 764660.
JOB DESCRIPTION

Job title: Office Administrator for Conference & Events

Responsible to: Conference and Events Manager

Location: Based at Trinity Hall but you will undertake work at other associated sites in Cambridge as required

Hours of Work: Your contracted hours of work will be 30 hours per week, normally worked Monday – Friday 9am – 3pm. There will be occasion during peak conferencing times when you may be required to work at the weekends/evenings

Objective: To offer support to the Conference and Events Office in managing, co-ordinating and communicating the College’s internal function and room bookings. To assist with event logistics, planning & delivery

Experience: Minimum of administrative experience in a customer focused environment

Main Duties & Responsibilities:

- To liaise with Staff, Fellows and Students to ensure appropriate rooms and equipment are booked and correct and up to date information is communicated

- Creating, editing & printing Conference & Events documents, including on a daily basis menus, signage, table plans etc.

- Assisting the Internal Meeting and Events co-ordinator with the administration of College Feasts and large internal events.

- To co-ordinate room bookings for internal events such as supervisions, committee meetings and student bookings on the Kinetics database

- To assist the Conference and Events Manager with inputting data onto the configuration module of Kinetics.

- To be the main person responsible for the issuing of debt letters to internal and external clients and assisting with the Conference and Events Manager in debt chasing.

- To be the main point of contact for the booking of College Guest Rooms, updating the rooms on the database, and ensuring relevant departments are aware of the bookings. Ensuring that these are invoiced on a monthly basis.
• To co-ordinate bedroom bookings generated through University Rooms

• To assist with keeping the website up to date, and helping to produce & edit revised conference documents

• Provide administrative support, including day to day office tasks, photocopying, filing, etc.

• Answering the phone, and directing enquiries accordingly

• To undertake further training when required

• To undertake occasional out of hours duties to cover events and work weekends where necessary during the conference season

• To undertake other reasonable duties as may be required by the Conference and Events Office

Trinity Hall reserves the right to change the duties detailed in this job description at any time. Changes will be introduced following discussion with the post holder.

Last updated May 2017
## Person Specification

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<tr>
<th>Qualifications/education</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td></td>
<td>• A-levels or appropriate on the job training</td>
<td>• Qualification in administration / conferencing</td>
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<td>• Excellent level of written &amp; spoken English</td>
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<tr>
<th>Skills/knowledge/training</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>• Good organisational skills.</td>
<td>• Knowledge and competency of a conference software package</td>
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<tr>
<td></td>
<td>• Good communication and interpersonal skills</td>
<td>• Knowledge of Kinetics software package</td>
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<td>• Customer service skills</td>
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<td></td>
<td>• Intermediate Level IT Skills in MS Excel, Word, Outlook, and PowerPoint</td>
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<th>Experience</th>
<th>Essential</th>
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<tr>
<td></td>
<td>• Administration and record keeping experience in a customer focused environment</td>
<td>• Experience of College environment</td>
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<th>Personal attributes</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>• Friendly, co-operative, energetic and helpful/approachable</td>
<td>• An interest in the hospitality industry</td>
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<td>• Responsible and trustworthy</td>
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<td>• Ability to communicate with people at all levels</td>
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<td></td>
<td>• Ability to work as part of a team</td>
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<td></td>
<td>• Good attention to detail and excellent organisational skills</td>
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